

**Title 15—ELECTED OFFICIALS
Division 30—Secretary of State
Chapter 45—Records Management**

PROPOSED RULE

15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Regrant Program Administration

PURPOSE: This rule outlines the authority of the grants-in-aid program for historical records preservation through the Office of the Secretary of State.

(1) The Missouri Historical Records Grant Program, administered by the Office of the Secretary of State, on behalf of the Missouri Historical Records Advisory Board, provides financial assistance to historical records repositories to support cooperative strategies, education for records keepers, and preservation and expanded access to records. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of historical value.

(A) Eligible applicants include historical, ethnic and religious societies, museums, libraries, colleges, universities, and others whose archival collections or records of historical value are open to the public on equal terms for everyone.

(B) Local government entities are ineligible as the Local Records Preservation Program (initiated in 1991) offers direct help for records preservation and management to all jurisdictions supported by tax levies.

(C) Procedures and Evaluation of Applications:

1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant:

A. Activities, requirements and objectives;

B. Cost-sharing contributions, budget structure, payment benchmarks and accounting guidelines;

C. Calendars.

2. The MHRAB reviews and evaluates applications, and makes awards in the program.

3. The process to be followed in writing and submitting a grant proposal are found in the *Missouri Historical Records Grant Program Guidelines and Application 2003-2004* available on the secretary of state website: www.sos.mo.gov. Paper copies are available from the Missouri Historical Records Grant Program, PO Box 1747, Jefferson City, MO 65102, (573) 751-4303.

(2) Forms included herein:

(A) Transmittal sheet;

(B) Cover letter;

(C) Affidavit; and

(D) Fiscal notes.

AUTHORITY: sections 109.221.3 and 109.221.5, RSMo Supp. 2002. Original rule filed October 6, 2000, effective April 30, 2001. Rescinded and readopted: filed October 6, 2003.

PUBLIC ENTITY COST: This proposed rule will cost state agencies or political subdivisions ninety-four thousand, five hundred ninety-five dollars, and seventy cents (\$94,595.70) in the aggregate.

PRIVATE ENTITY COST: This proposed rule will cost the Missouri State Documents Preservation Fund twenty-five thousand dollars (\$25,000) in the aggregate.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Office of the Secretary of State, Missouri State Archives Division, Kenneth H. Winn, State Archivist, PO Box 1747, Jefferson City MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled*